



Mark Young
New York Metro

April 22, 1997

To: George Moulton	Greg Brown	John Klein
Nick Kuruc	Mark Gambardella	Dave Figueroa
Rory O'Rourke	Marshall Richards	Louann Alese
Mike McHugh	Tony Addressi	John Feltman
	Lee Maney	
	Greg Mitchell	
	Steve Grossberg	

Subject: Local Performance Award Budget for 1997

Dear Managers,

The enclosed excel reports shows each operation's local performance budget and how it was calculated. The main thing to keep in mind that when an award is paid, the company pays the taxes on the award. For example, if you award an employee \$155 their 1997 earnings statement (W4) will reflect \$200 earned. This covers the 28% tax. Your budget is based on the total number of eligible employees times \$155. Retail Representatives only become eligible when they successfully complete one full year.

Remember, this budget should be used on those employees that truly go over and above what is expected. An award should never be given for just doing the basic job accountabilities that's why they get their bi-weekly pay check.

If you have any questions, don't hesitate to give me a call.

Sincerely,

Mark Young

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